

## Attachment for the Early Childhood Data System (ECDS)

The information below is designed to assist early childhood programs in the ECDS data submission process.

### Request Organization ID for Early Childhood Program for ECDS Participation

#### Non-Public Prekindergarten Providers:

- Request an organization ID for new ECDS-PK participation by completing the following [form](#).
- Once approved, you will be notified of your program's assigned organization ID, which you will use when you request user roles for ECDS and when you submit your data.

#### Local Education Agencies (LEAs):

- LEAs will use their county-district number and **will not request an ID**.

### Request Roles for Submitting Data:

#### **Non-Public Prekindergarten Providers**

- Four TSDS Portal user roles are needed for the ECDS data submission. The roles allow users to assign student Unique IDs, load ECDS data, approve the data, and submit help desk tickets. The same person may have multiple roles. ECDS users will need to access the TEAL Login (TEAL) secured portal to apply for the necessary ECDS-related roles using the following hyperlink <https://tealprod.tea.state.tx.us/>:
  - The person designated to assign student Unique IDs for private programs will request the Unique-ID Campus role via TEAL. All students for your organization must have an assigned Unique ID before loading any data for the ECDS data collection.
  - The person designated to load data for private programs will request the Operational Data Store (ODS) Campus Data Loader role via the TEAL secured portal.
  - The person designated to approve the data will request the ECDS Data Approver role via the TEAL secure portal.
  - The person designated to submit help desk tickets through the TSDS Incident Management System (TIMS) will request the TIMS L1 Support role via the TEAL secure portal.

#### **Kindergarten and Public Prekindergarten Providers**

- Two TSDS Portal user roles are needed for the ECDS data submissions. One to load data and one to approve data. ECDS users will need to access the TEAL secured portal to apply for the necessary ECDS related roles using the following hyperlink <https://tealprod.tea.state.tx.us/>:
  - The person designated to load data will need the ODS Data Loader role via TEAL secure portal. This is a TSDS Portal role and provides access to the TSDS Data Transfer Utility (DTU).
  - The person designated to approve the data will need the ECDS Data Approver role via the TEAL secure portal.

### Data Entry Process – Public prekindergarten

#### **A. Demographic, classroom link, and special programs information**

1. Public prekindergarten demographic, classroom link, and special programs information will be collected from the PEIMS Summer Collection.

2. The ODS Data Loader will upload data via the TSDS Data Transfer Utility (DTU) or manually by logging into the ODS.
3. ECDS Data Approver: Review all Prekindergarten ECDS reports and correct any fatal business validation errors to approve/finalize the prekindergarten data submission.
4. **\*\*Public prekindergarten programs that are *not administering* a commissioner approved prekindergarten assessment can stop after completing Step 3 above.**

#### **B. Assessment information (only required for commissioner approved assessments)**

1. Assign Unique IDs to all students being reported for the ECDS prekindergarten data submission.
2. Download the Client Side Validation tool from the TSDS Portal to validate the organization's TEDS Compliant XML interchanges ECDS assessment data.
3. For the 2018-2019 school year and onward, the ECDS collection will require school districts and open-enrollment charter schools to provide a [TEDS-compliant XML format](#) file for the public prekindergarten and kindergarten submissions. By eliminating the use of spreadsheets, we expect data to be cleaner, to have fewer loading errors, and to lessen the burden on school districts and open-enrollment charters. TEA will publish, on the TSDS website, those vendors that provide .xml compliant assessment files for the ECDS submission at the following link: [Assessment Tracking Systems](#)
4. ECDS Assessment Vendors will provide the following .xml interchange files to the LEA:
  - InterchangeStudentParentExtension.xml (\*\*studentGPS dashboard users will not need to upload this .xml into the ODS. **The StudentParentExtension.xml from the dashboard extraction will be used instead.**)
  - InterchangeAssessmentMetaData.xml
  - InterchangeStudentAssessment.xml
5. ODS Data Loader: Upload data via the DTU or manually by logging into the ODS.
6. ECDS Data Approver: Review all prekindergarten ECDS reports and correct any fatal business validation errors to approve/finalize the public prekindergarten data submission.

#### **Data Entry Process - Private prekindergarten**

1. Assign Unique IDs to all students and staff being reported for the ECDS prekindergarten data submission.
2. Download the ECDS Collection Template from the [Texas Education Data Standards – TSDS Core Collections](#) for the current year. Enter the demographic and assessment data for the kindergarten-bound students who were in your program for four or more months in the corresponding year in the Prekindergarten worksheet (pre-Ktab).
3. Download the Client Side Validation/Conversion tool from the TSDS Portal to convert the organization's ECDS data to the TEDS Compliant XML interchanges and validate the converted data.
4. ODS campus Data Loader: Upload data via the DTU or manually by logging into the ODS.
5. ECDS Data Approver: Review all prekindergarten ECDS reports and correct any fatal business validation errors to approve/finalize the prekindergarten data submission.

#### **Data Entry Process - Kindergarten**

##### **A. Demographic, classroom link, and special programs information**

1. Kindergarten demographic, classroom link, and special programs information will be collected from the PEIMS Summer Collection (**only if the LEA administers a commissioner**

approved assessment).

**B. Assessment information (only required for commissioner approved assessments)**

1. For the 2018-2019 school year and onward, the ECDS collection will require districts to provide a [TEDS-compliant XML format](#) file for the public prekindergarten and kindergarten submissions. By eliminating the use of spreadsheets, we expect data to be cleaner, to have fewer loading errors, and to lessen the burden on school districts. TEA will publish on the TSDS website those vendors that provide .xml compliant assessment files for the ECDS submission at the following link: [Assessment Tracking Systems](#).
2. ECDS Assessment Vendors will provide the following .xml interchange files to the LEA:
  - InterchangeStudentParentExtension.xml (\*\*studentGPS dashboard users will not need to upload this .xml into the ODS. **The StudentParentExtension.xml from the dashboard extraction will be used instead**)
  - InterchangeAssessmentMetaData.xml
  - InterchangeStudentAssessment.xml
3. ODS Data Loader: Upload data via the DTU or manually by logging into the ODS.
4. ECDS Data Approver: Review all kindergarten ECDS reports and correct any fatal business validation errors to approve/finalize the kindergarten data submission.

LEAs should contact their regional education service center (ESC) or a TSDS-certified vendor for ECDS training and support. Staff in all 20 ESCs have completed training for TSDS and data loading and can assist LEAs in this process. If an ESC enters and/or loads the data for an LEA, LEA staff must still approve/finalize data in ECDS and will need the ECDS Data Approver role.

If an LEA is using a prekindergarten or kindergarten assessment tool other than those listed above, the LEA should notify TEA of its choice of assessment instrument by completing the [Alternate Assessment Form](#).

If you have additional questions about the policy requirements of TEC, §28.006 and/or §29.1532, please contact TEA staff via email at [ecds@tea.texas.gov](mailto:ecds@tea.texas.gov). All technical questions should be submitted via the TSDS Incident Management System (TIMS), available within the TSDS Portal.

**Resources**

- [Texas Education Data Standards](#) - TSDS Core Collections include ECDS State Reporting Requirements and the ECDS Collection Template for Private prekindergarten reporting.
- Comparison reports are available in the ECDS application based on prekindergarten and kindergarten data loaded in prior years.
- Training and support for prekindergarten programs include:
  - ESC Contact Information:  
[http://www.texasstudentdatasystem.org/TSDS/About/Deployment/Deployment/ESC\\_TSDS\\_Champions\\_1-11/](http://www.texasstudentdatasystem.org/TSDS/About/Deployment/Deployment/ESC_TSDS_Champions_1-11/)
  - Certified ESCs and Vendors:  
[http://www.texasstudentdatasystem.org/TSDS/About/Training\\_and\\_Support/TSDS\\_Training\\_Support\\_Certified\\_Vendors\\_ESCs/](http://www.texasstudentdatasystem.org/TSDS/About/Training_and_Support/TSDS_Training_Support_Certified_Vendors_ESCs/)
  - [ECDS State Reporting requirements](#)